

ACCOMMODATION AND ABSENCE MANAGER

NATURE OF WORK

This is responsible personnel work coordinating the City-County accommodation and leave plans within the Risk Management Division.

Work involves managing the administration and process flows for all protected leave, communicating with employees regarding their need for leave or modified work schedules. Work also includes acting as a resource to employees and management on leave of absence policies, procedures and federal and state requirements as well as maintaining complete and accurate records of leave and accommodation requests. Considerable initiative and judgement are applied in all areas within the framework of established departmental policies and rules. Supervision is received from an administrative superior with work being reviewed in the form of accuracy and effectiveness of services provided. Supervision is exercised over team members within the division.

EXAMPLES OF WORK PERFORMED

Manages administration and process flows for all protected leave including Family Medical Leave, Workers' Compensation, Protected Family Leave and Disability programs and provides strong expertise as it relates to legislation, education, policy and practice.

Communicates with employees regarding their needs for leave and/or modified work schedules, disability accommodations and returning to work from leave to ensure understanding these benefits and the processes.

Provides expert guidance to employees and management on leave of absence policies, procedures, and federal and state requirements; as well as to aid in employee and manager's understanding of benefits offered and eligibility requirements through individual and group meetings or training sessions.

Collaborates with Human Resources Business Partners to address escalated employee leave matters and provide guidance on complex leave issues.

Maintains complete and accurate records of leave and accommodation requests in accordance with specified legal requirements and documentation of best practices.

Supervises and mentors staff within the division, providing guidance, support, and professional development opportunities.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of relevant federal and state laws governing protected leave such as FMLA, ADA and Workers' Compensation.

Knowledge of the principles and practices of public personnel administration particularly as they relate to protected leave administration.

Knowledge of policies and procedures related to leave administration, ensuring compliance with both legal and internal guidelines.

Ability to assess and evaluate eligibility for various types of leave and accommodations based on legal criteria, department policies, and labor contracts.

Ability to navigate complex leave situations, including overlapping entitlements, intermittent leave, and accommodation requests, finding equitable and legal compliant solutions.

Ability to handle sensitive employee situations related to medical conditions, disabilities or family emergencies with diplomacy and tact.

Ability to make professional and administrative decisions within the framework of overall department policy.

Ability to present ideas clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, City-County officials, employees, representatives of other agencies, and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in human resources, public or business administration, finance, or related field and four years of experience in leave of absence administration; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

05/24

PS0615